

## Official Administrator and Executive Expense Report

**Name** Dr. Rollie Nichol  
**Title** Associate Chief Medical Leadership, Workforce & Medical Affairs  
**Location** Calgary  
 Expenses submitted during the month of February 2015

		Travel (1)								
Month-Year	Source Document	Purpose	Airfare	Meals	Accommodation	Other Travel	Total Travel	Professional Development (2)	Working Sessions Hosting and Hospitality (3)	Other (4)
Feb-15	P-Card	Meetings	446			144	590			
Feb-15	Expense Claim	Meetings		72	386	117	575			
<b>Total</b>			\$ 446	\$ 72	\$ 386	\$ 261	\$ 1,165	\$ -	\$ -	\$ -

**Total for the Month** \$ 1,165

Maximum daily single meal expense claimed in the month \$ 21  
 Maximum daily base hotel rate claimed in the month \$ 172  
 Non economy air travel in the month \$ -

### 1) Travel expenses

Includes local and out of province/country travel expenses. Other travel includes items such as taxis, parking mileage, car rental and other expenses related to travel.

### 2) Professional Development

Includes conference, seminar and course registration fees and material

### 3) Hosting and Hospitality expenses

Hospitality and Hosting expenses may be incurred to advance AHS' mission, vision and values. For example, may include working lunches with staff and prospective employees meetings with government officials, dignitaries, public interest groups, donors other public or private organizations.

### 4) Other

Other expenses include expenses incurred in the normal course of business that are required for work purposes. May include small item technology purchases, books, etc.

Car allowance and any other employment benefits reported in the annual financial statements are excluded from this report

**Instruction:**

- Attached ALL original detailed receipts and supporting documents in the same order as it appears on this statement
- Cardholder AND Approver's signatures required where indicated below

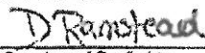
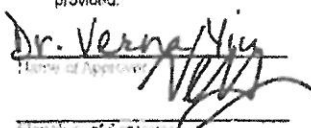
RAMSTEAD, DEBRA Cardholder's Name	EXECUTIVE ASSISTANT Cardholder's Position/Title	Billing Reporting Period:	20/02/2015
PROVINCIAL MEDICAL AFFAIRS Cardholder's Dept	CALGARY SOUTHPORT Cardholder's Site/Location	Total Statement Amount:	\$3,331.59 <b>\$599.46</b>
DEBRA.RAMSTEAD@ALBERTAHEALTHSERVICES.CA Cardholder's e-mail address		Last 6 digits of the P-Card #: [REDACTED]	

**Statement of Transactions**

Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
23/01/2015	378074861	WESTJET [REDACTED], Westjet Airlines	5.25	CAD	5.25	00		.00R. Nicol CMO portfolio update, Sponsorship mtg, Lab Negotiations Edmonton Feb 5-6, 2015 seat selection -5
23/01/2015	378074862	WESTJET [REDACTED] Westjet Airlines	179.68	CAD	179.68	00		.00R. Nicol CMO portfolio update, Sponsorship mtg, Lab Negotiations Edmonton Feb 5-6, 2015 -6
23/01/2015	378180587	AIR CAN [REDACTED] AIR CANADA	200.68	CAD	200.68	00		.00R. Nicol CMO portfolio update, Sponsorship mtg, Lab Negotiations Edmonton Feb 5-6, 2015 -7
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
06/02/2015	379486569	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		.00R. Nicol ACMO Interview, Medical Staff Bylaws Edmonton Jan 23, 2015 YLG to SSP -11
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
05/02/2015	379486571	PRESTIGE TRANSPORTATIO, LIMOUSINES AND TAXICABS	72.00	CAD	72.00	3.43		.00R. Nicol ACMO Interview, Medical Staff Bylaws Jan 23, 2015 Edmonton SSP to YEG -13
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
17/02/2015	380764460	WESTJET [REDACTED] Westjet Airlines	5.25	CAD	5.25	00		.00R. Nicol PPEC and CMO mtgs Edmonton Mar 4-5, 2015 seat selection -20
17/02/2015	380764461	WESTJET [REDACTED] Westjet Airlines	7.35	CAD	7.35	00		.00R. Nicol PPEC and CMO mtgs Edmonton Mar 4-5, 2015 fare difference after credit -21
17/02/2015	380955995	AIR CA [REDACTED] AIR CANADA	52.50	CAD	52.50	00		.00R. Nicol PPEC and CMO mtgs Edmonton Mar 4-5, 2015 YEG to YYC change fee credit used for flight -22

Transactions without Receipts or supporting documentation								
Transaction Date	Trans ID	Merchant Name & Description	Trans Original Amount	Currency	Trans Amount	GST	Freight	Description
02/02/2015	379139620	WESTJET [REDACTED] Westjet Airlines	-5.25	CAD	-5.25	.00		R. Nico [REDACTED] refund seat selection fee for cancelled flight
[REDACTED]								

← 23

<b>Signatures</b>		
<b>Cardholder Designate (if Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>I hereby certify that I have reviewed and reconciled this statement in BMO Online to the best of my ability in accordance to AHS Corporate Policies, Program User Guide and Training. I have allocated the transaction(s) to the proper cost centre.</li> </ul>		
Name of Cardholder Designate	Cardholder Designate Position/Title	
Signature of Cardholder Designate	Date of Signature	
<b>Cardholder</b> By signing this statement <ul style="list-style-type: none"> <li>I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.</li> <li>I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by me or on my behalf from Alberta Health Services or any other Organization. A personal cheque for any personal expenses inadvertently charged is attached.</li> <li>I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
RAMSTEAD, DEBRA Name of Cardholder	EXECUTIVE ASSISTANT Cardholder Position/Title	
	24 Feb 2015 Date of Signature	
<b>Approver Designate (if Applicable)</b> By signing this statement <ul style="list-style-type: none"> <li>I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.</li> <li>I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.</li> <li>I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
Name of Approver Designate	Approver Designate Position/Title	
Signature of Approver Designate	Date of Signature	
<b>Approver</b> By signing this statement <ul style="list-style-type: none"> <li>I attest that I have read and understand the "Travel, Hospitality and Working Session Expense Policy (1122)" of Alberta Health Services and confirm expenses being claimed are in compliance with such policy.</li> <li>I attest the expenses enclosed in this claim are for valid business purposes for Alberta Health Services and that this claim has not been previously claimed by the claimant or on their behalf from Alberta Health Services or any other Organization. A personal cheque for personal expenses inadvertently charged has been obtained.</li> <li>I attest that expenses submitted in this claim have been incurred by using a cost effective method, otherwise rationale and supporting analysis is provided.</li> </ul>		
Dr. Verna Yip Name of Approver	VP Quality + CMO Approver Position/Title	
	Feb 24/15 Date of Signature	
<b>Submit approved statement with attachments to Accounts Payable</b>		
<b>Attach:</b> <ul style="list-style-type: none"> <li>Original (or scanned) itemized receipts with documented business reasons including names of participants where required</li> <li>Signed Cardholder Statement Report (or copies of electronic signatures if signatures are not on report) and where applicable;</li> <li>Copies of pre-approvals for travel</li> <li>Personal cheque payable to "Alberta Health Services"</li> <li>Return, refund and/or credit receipts</li> <li>Dispute letter</li> <li>Business reasons for travel require detailed description - include where travelled to, who attended (if any), why travel was necessary and detailed explanation of reason.</li> </ul>	<b>Address:</b> Alberta Health Services Accounts Payable 7th Street Plaza 10th Floor, North Tower, 1000-107 Street Edmonton, AB T5J 3E4	
<b>Accounts Payable only</b>		
Reference #:	Reviewed by:	Date:



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### Itinerary confirmation

Thank you for choosing WestJet. You can find details about your booking below.

Your reservation code is [REDACTED]

### Guest details

Mr Rowland Nichol      Flight      Calgary (YYC)-Edmonton (YEG)

Ticket number      [REDACTED]

Seat      YYC-YEG  
6D

### Air itinerary details

Calgary (YYC)      Edmonton (YEG)      WS 255      Fare type: Flex  
Wed Feb 4 2015, 4:35 PM      Wed Feb 4 2015, 5:26 PM      WestJet      Non-stop  
Boeing 737-700

### Pricing breakdown

Guest type	Bare fare per guest	Air transportation charges per guest	Taxes, fees and charges per guest	Total fare per guest	Number of guests	Total fare
Adult	\$122.00	\$12.00	\$45.68	\$179.68	x 1	\$179.68 CAD

YYC-YEG: Flex fare type benefits  
 No fee for first checked bag\*  
 Second checked bag fee of \$25.29.50  
 Lower change and cancellation fees  
 \* Not applicable on flights operated by C

R. Nichol CMO Portfolio update, Sponsorship meeting, Lab Negotiations mtg  
 Edmonton Feb 5-6  
 YYC to YEG [REDACTED]

Total airfare: \$179.68 CAD **6**

### Seats

Regular seat      WS 0355 YYC-YEG Seat 6D Mr Rowland Nichol      \$5.00 CAD + \$0.25 CAD tax

Total seats: \$5.25 CAD **5**

### Earn WestJet dollars. Pay when you pick

Reserve now and pay when you pick up your vehicle.  
 All displayed quotes include taxes and fees. Click on the app.  
 Pick-up from: Edmonton (YEG) Wed Feb 4 2015, 5:56 PM  
 Drop-off to: Edmonton (YEG) Thu Feb 5 2015, 5:26 PM

R. Nichol CMO Portfolio update, Sponsorship meeting, Lab Negotiations mtg  
 Edmonton Feb 5-6  
 YYC to YEG seat selection [REDACTED]

Intermediate 3 Door, Automatic, AC      Compact 2 Door, Automatic, AC      Economy 4 Door, Automatic, AC      Compact 5 Door, Automatic, AC

\$125 to credit card for seat

Cancelled Feb 2, 2015 e 1132

2015-01-23  
 129 credit one year to use

			
<b>Total price</b> <b>\$85.98 CAD</b> <small>(includes taxes and fees)</small>	<b>Total price</b> <b>\$82.41 CAD</b> <small>(includes taxes and fees)</small>	<b>Total price</b> <b>\$74.35 CAD</b> <small>(includes taxes and fees)</small>	<b>Total price</b> <b>\$109.37 CAD</b> <small>(includes taxes and fees)</small>
<b>\$85.98 CAD/day</b>	<b>\$82.41 CAD/day</b>	<b>\$74.35 CAD/day</b>	<b>\$109.37 CAD/day</b>
<b>SELECT</b>	<b>SELECT</b>	<b>SELECT</b>	<b>SELECT</b>
<a href="#">Rate details</a>	<a href="#">Rate details</a>	<a href="#">Rate details</a>	<a href="#">Rate details</a>

WestJet Rewards members earn 1% back in WestJet dollars on car rentals booked at westjet.com.\*  
 \* WestJet dollars will be awarded on the cost of your rental before taxes, fees and charges.

Charged to [REDACTED] \$179.68 CAD — (6)  
 Charged to [REDACTED] \$5.25 CAD — (5)  
**Total: \$184.93 CAD**

**Important details**

WestJet permits one piece of carry-on baggage and one personal item on board. If you are on a flight operated by one of our partners, your allowance may be different - learn more. All carry-on baggage must pass through security. Make sure your carry-on complies and avoid having to surrender your personal items. Review what you can - and can't - take on your flight by visiting our restricted items info page or [cabin.gc.ca](#).



Your checked baggage allowance depends on the aircraft you are travelling on, the fare option purchased and the destination you are travelling to or from. You may be permitted additional items, or items that are overweight or oversized in checked baggage. For more details, please see [Checked and excess baggage](#).



Use web check-in to print your boarding pass and select your seat for free. This service is available as early as 24 hours (and up to 60 minutes) before your scheduled flight. Selecting some seats requires a fee.



Identification and travel documents required vary based on where you are travelling and may change based on your nationality. Visit our [ID requirements](#) section for more information.



Do you have a special need? For information on travelling with oxygen, assistive devices, or a service animal see [Guests with special needs](#).



We know how valuable your time is. To ensure we are able to depart and arrive as scheduled, please be sure you are through security and at your departure gate 10 minutes prior to your flight's scheduled departure time. If you arrive at the gate less than 10 minutes prior to departure and the aircraft is already boarded you will be denied boarding.

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Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



**Booking Information**

Booking Reference: [REDACTED]

**Customer Care**

Air Canada  
1-888-247-2262

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Flight Arrivals and Departures  
1-888-422-7533

Main Contact:  
Mr Rowland Nichol  
rolle...@aircanada.com  
Mobile: [REDACTED]  
Home: [REDACTED]  
Work: [REDACTED]

**Flight Itinerary**

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8147 <sup>1</sup>	Edmonton, Edmonton Int'l (YEG) Fri 06-Feb 2015 14:00	Calgary (YYC) Fri 06-Feb 2015 14:53	0	0hr53	DH4	Flex, W	

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

**Passenger Information**

1: Mr Rowland Nichol : Adult (16+), Ticket Number: [REDACTED]

Air Canada - Aeroplan [REDACTED] eal Preference: None  
Payment Card: [REDACTED] ecal Needs: None  
Seat Selection: ACA147 3C

**Purchase Summary**

Fare Summary	Adult
Passenger Type	
<b>Air Transportation Charges</b>	
Departing Flight - Flex	142.00
Surcharges	12.00
<b>Taxes, Fees and Charges</b>	
Canada Airport Improvement Fee	30.00
Canada Goods and Services Tax (GST/HST #10009-2287 RT0001)	9.56
Air Travellers Security Charge (ATSC)	7.12
Total before options (per passenger)	200.68
Number of passengers	x 1
Total with options	200.68
Travel Insurance (declined)	0.00
<b>Grand Total - Canadian dollars</b>	<b>\$200.68</b>

**Payment Information**

Credit/Debit Card [REDACTED] amount paid: \$200.68  
The following charges will appear on your credit or debit card statement:  
• Air Canada: \$200.68 (Airfare - per ticket)

Ticket number(s) [REDACTED]

**Fare Rules**

Departing Flight Edmonton (YEG) To Calgary (YYC) - Flex

• Changes:

R. Nichol CMO Portfolio update. Sponsorship meeting, Lab Negotiations mtg  
Edmonton Feb 5-6  
YEG to YYC [REDACTED]

*used 300 12/15  
52.50 chg*

7

*cancelled job 2/15  
Jan 23/2016 must start travel if \$500 chg fee/charged plr*

R. Nicol ACMO interview, Medical Staff Bylaws  
Jan 23, 2015 Edmonton  
SSP to YEG

DR. NICOL  
Jan 23/2015  
SSP to YEG

PRESTIGE TRANSPORTATION  
18135 31 Avenue NW  
Edmonton AB T6N 1G7  
780-463-5009

Term Id: 4502412509440  
Item #: 1054  
P/C PURCHASE  
Dr Id: 1400  
Card #: [REDACTED]

APPROVED  
AMOUNT CAD\$72.00

Ref. [REDACTED]  
Auth. [REDACTED]  
Book online at  
EDMPRESTIGE.COM  
Thank you for being our guest  
GST 862184759

Date: 2015/02/05 Time: 10:11:12  
Response: AUTH [REDACTED]

\*\*\*CUSTOMER COPY\*\*\*



R. Nicol ACMO Interview, Medical Staff Bylaws  
Edmonton Jan 23, 2015  
YEG to SSP 13

DR. NICOL  
Jan. 23/2015  
Ap> SSP

PRESTIGE TRANSPORTATION  
10135 31 Avenue NW  
Edmonton AB T6H-1C2  
780-463-9000

Term Id:4502412509440  
Item #:1052  
M/C PURCHASE  
Op Id:114995  
Card # [REDACTED]

APPROVED

AMOUNT CAD\$72.00

Ref. # [REDACTED]  
Auth. # [REDACTED]

Look on line at  
EDMPRESTIGE.COM  
Thank you for being our guest!  
651 862104759

Date: 2015/02/05 Time: 10:07:59  
Response: AUTH [REDACTED]

\*\*\*CUSTOMER COPY\*\*\*

W.  
Edm  
YEG



eTicket Receipt

Prepared For  
NICHOL/ROWLAND MR

RESERVATION CODE	[REDACTED]
ISSUE DATE	17Feb2015
TICKET NUMBER	[REDACTED]
ISSUING AIRLINE	WESTJET
ISSUING AGENT	[REDACTED]
FREQUENT FLYER NUMBER	[REDACTED]

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
03Mar	WESTJET WS 153	CALGARY INTL AB, CANADA  Time 8:00pm	EDMONTON INTL AB, CANADA  Time 8:50pm	Seat Number 060 - (PAID) [REDACTED] Conf [REDACTED] Baggage Allowance NIL Booking Status OK TO FLY Fare Basis GA14T Not Valid Before 03 MAR Not Valid After 03 MAR

Payment/Fare Details

Form of Payment	LEISURE : [REDACTED] CAD 127.18
	CREDIT CARD - MASTERCARD [REDACTED] [REDACTED] AD 7.35
Fare Calculation Line	YYC WS YEA79.00CAD79.00END
Fare	CAD 79.00
Taxes/Fees/Carrier-Imposed Charges	CAD 7.12 CA1 (AIR TRAVELLERS SECURITY CHARGE)
R. Nichol PPEC and CMO meetings Edmonton March 4-5, 2015	CAD 6.41 XG (GOODS AND SERVICES TAX (GST))
YYC to YEG Wes [REDACTED]	CAD 30.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
Used credit to book flight	CAD 12.00 YQI (OTHER AIR TRANSPORTATION CHARGES)

Total Fare	CAD 134.53
Additional Fees not included in Fare	CAD 5.00 (0.25 XG) - YYC YEG - CA [REDACTED]

20

**Positive identification required for airport check in**  
**Notice:**  
**Travel info**

R. Nichol PPEC and CMO meetings  
 Edmonton March 4-5, 2015  
 YYC to YEG WestJet [REDACTED]  
 Seat selection fee

**QST # 1202807956TQ0001 GST # 866112535**

For details about flying with WestJet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$88.50 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fares, taxes and fees](#) (Changes and cancellations, baggage, service fees)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#)
- [Seat selection](#) (Seat maps, seats in Plus)

At WestJet, getting you to your destination safely and on time are top priorities for us. To help ensure an on-time departure, we adhere to our [check-in and baggage cut-off times](#). Please make sure you're familiar with these rules, and give yourself enough time to get through security and arrive at your departure gate on time or we will deny boarding.

If you fail to show for the first flight segment of a round trip or multi-segment reservation, all remaining flights segments, including return flights, will automatically be cancelled and the total fare paid will be forfeited without compensation. To change or cancel your reservation, you can [manage your booking online](#) or call 1-888-937-8538 (1-888-WESTJET).

[Terms and conditions of carriage](#), baggage allowances, baggage fees and service fees may differ significantly if you are travelling on one of our airline partners; it's important to familiarize yourself with the terms and conditions of the airline operating the flight. To view the baggage allowances and fees of our code-share partners, please visit our [airline partners](#) info page.



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## Itinerary / Receipt

Your booking is confirmed. Thank you for choosing Air Canada.

Please bring your itinerary-receipt to the airport.

### Main Contact Information

Booking reference: 



**Name:** Mr Rowland Nichol  
**E-mail:** DEBRA.DAMSTEAD@ALBERTAHEALTHSERVICES.CA  
**Form of payment:** 

**Customer Care**  
**Air Canada Reservations**  
 1-888-247-2262  
**Air Canada Flight Information**  
 1-888-422-7533  
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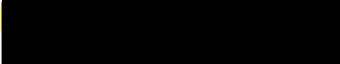
### Flight Itinerary

Flight	From	To	Aircraft	Cabin (Booking class)	Status
AC8153	Edmonton International (YEG)	Calgary (YYC)	DH4	Economy (T)	Confirmed
<i>Operated by:</i>	Thu 05-Mar 2015	Thu 05-Mar 2015			
<i>Air Canada Express-Jazz</i>	18:00	18:53			

### Passenger Information

**Passenger 1**  
**Name:** Mr Rowland Nichol  
**Frequent Flyer Pgm:** Air Canada Aeroplan  
**Ticket number:**   
**Program number:** 

### Purchase Summary

**Passenger: 1 Ticket number** 

**Date of issue** 17-Feb 2015  
**Fare Amount in Canadian dollars:** 101.00  
*(including [navigationals](#) & other charges)*  
**Taxes, Fees & Charges**

Combined Taxes \*see fare calculation below (XT)

PD

**Total Fare in :**

No Additional collection

**Options**

Change fee in Canadian dollars  
Canada Goods and Services Tax (GST/HST #10009-2287) (XG)

50.00  
2.50

*22*

Ticket particularities:  
AC ONLY/NON-REF/CHGE FEE

**\*Fare calculation:**

05MAR15YEA AC YYC Q12.00R89.00CAD101.00 END ROE1.00 PD7.12CA  
6.91XG30.00SQ

**Canadian tax registration numbers:**

XG Canada Goods and Service Tax (GST) #10009-2287  
RC Canada Harmonized Sales Tax (HST) #10009-2287  
XQ Quebec Sales Tax (QST) #1000-043-172

R. Nichol PPEC and CMO meetings  
Edmonton March 4-5, 2015  
YEG to YYC XXXXXXXXXX  
change fee - used credit to book flight

**Fare Rules Summary**

- Voluntary changes to your itinerary may require the payment of additional fees and fare upgrades.
- If you are travelling on a non-refundable ticket, Air Canada will be unable to make exceptions in the event of an unexpected trip cancellation or medical emergency. We recommend the purchase of travel insurance.
- Tickets are non transferable and name changes are not permitted.
- Advance seat assignments are not guaranteed and may be changed without notice. If your pre-assigned seat is unavailable, we will try to accommodate you in a comparable seat in the same class of service and will refund any applicable refundable fees.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

**Important Information & Conditions**

Please review this itinerary/receipt and should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

**Before You Go: A 'To-Do' List**

All passengers are advised to view the [Travel documentation](#) and US Secure Flight Program for important information on documents and identification required for travel.

**Travel Insurance**

Canadian Residents - RBC Travel Insurance Company offers Canadian travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of Canada can purchase travel insurance from RBC Travel Insurance Company via [www.aircanada.com/insurance](http://www.aircanada.com/insurance) or by calling 1-866-530-6021. To make sure you get the best possible protection, purchase insurance prior to your departure.

U.S. Residents - CSA Travel Protection offers American travellers an easy way to purchase travel insurance. Whether you're traveling by yourself or with your family, it's important to get protection against the high cost of medical expenses, trip cancellation or other unforeseen circumstances. Residents of the United States can purchase travel insurance from CSA Travel Protection via [www.aircanada.com/us/en/insurance](http://www.aircanada.com/us/en/insurance) or by calling 1-866-473-3315. To make sure you get the best possible protection, purchase insurance prior to your departure.

**Comments, Compliments and Complaints**

Would you like to comment on a past travel experience? Your comments, compliments and complaints will help us improve the services we offer. Send us an e-mail ([aircanada.com/customerrelations](mailto:aircanada.com/customerrelations)) or write to us at: Air Canada - Customer Relations, PO Box 64239, RPO Thornccliffe, Calgary, AB, Canada T2K 6J7.

**Debra Ramstead**

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**From:** Rollie Nichol  
**Sent:** Monday, February 02, 2015 11:40 AM  
**To:** Debra Ramstead  
**Subject:** FW: Refund to Account

**From:** WestJet [mailto:travelbank@westjet.com]  
**Sent:** February 02, 2015 11:35  
**To:** Rollie Nichol  
**Subject:** Refund to Account

**Error! Filename not specified.**

Hello Rowland Nichol

A credit has been processed and issued to your WestJet Travel Bank. You can access your Travel Bank at any time by signing into your WestJet account at [https://profile.westjet.com?mrd\\_0](https://profile.westjet.com?mrd_0)

Account [REDACTED]

Travel Bank Refund 127.18

When a booking is cancelled, and the original form of payment for that booking included Travel Bank credits or WestJet dollars, the original expiry date(s) for the credits/dollars will remain. Any additional funds credited will be given an expiry date of one year from the date issued.

Travel Bank credits can be used to pay for future travel with WestJet, excluding WestJet Vacations packages and service fees (like kennels, seat selection or excess baggage fees). You can redeem your Travel Bank credits online by signing in to your WestJet account before booking, or by calling us at 1-888-937-8538 (1-888-WESTJET).

For more information about fraudulent transactions involving WestJet Travel Bank credits for sale, please visit [www.westjet.com](http://www.westjet.com)

Regards,

WestJet

You have received this notification because you booked a flight with WestJet. Replies to this email will not be received. © 2015 WestJet. All rights reserved. WestJet, 22 Aerial Place NE, Calgary, AB T2E 3J1, Canada.

Mar 3 WS 153 8:00 - 9:50

seat selection extra 5.25<sup>1</sup> → Gusto

139.53 base fare inc tax  
127.18  
7.35 owing

TRAVEL, HOSPITALITY & WORKING SESSION EXPENSE CLAIM

**SECTION A: EMPLOYEE DETAILS (for AHS Staff ONLY)**

Enter employee # (old) and Employee # (E-People) if your payroll has migrated to the new E-People payroll system;  
 Indicate N/A in the Employee # (E-People) if your payroll has not migrated to the New E-People payroll system  
 If you are a new employee and your payroll is E-People you will only have an Employee # (E-People)

Expense Date From: 4 Feb-15 To 6 Mar-15  
 Travel Period from: 4-Feb-15 To 5-Mar-15  
 Out-of-Province Travel

Name: Rowland Nichol Position (Title): Assoc. Chief Medical Officer, Office of the VP Quality and  
 Location: Dept: DOFA Level: Union: Business Phone:

Employee # (E-People):

**SECTION E: FINANCE CODING & TOTAL CLAIM**

CAPITAL PROJECT CODING ONLY -> Project Number Expenditure Organization Project Task Number Expenditure Type

Total - Section B: Travel - Pg 2					Total - Section C&D: Other & Foreign Expenses - Pg 3					TOTAL REIMBURSEMENT		
Pg	Bal Unit	Location	Functional Centre (FC)	Total Expense	Bal Unit	Location	Functional Centre (FC)	Secondary/ Expense	Total Expense	Total Section B	Total Section C&D	
2A	101	0000	71110000012	\$675.17						\$575.17		
2B												
2C												
2D												
				\$575.17								

NOTE: This section auto fills from page 2A, 2B, 2C & 2D

\*\*User to enter Coding & \$ Amounts

NOTE: These fields do not automatically fill for Section C & D

**SECTION F: AUTHORIZATION**

Employee Signature: Date: 6-Mar-15

Approved By (PRINT ONLY): Dr. Verna Yiu DOFA Level: Position #: Phone: Title: VP Quality and Chief Medical Officer Date: Mar 18 / 15

Approved By (PRINT ONLY): DOFA Level: Position #: Phone #: Ext: Signature: Title: Date:

Please send completed claim form with receipts and other required documents to: Alberta Health Services 1900 167 St. North Tower 100, Floor, Accounts Payable, Edmonton, AB T5J 2G1

**EXPENSE CLAIM DETAILS**

<b>Enter Finance Coding</b> 101    0000    71110000012	<b>Emp # (E-People)</b> [REDACTED]	Page <b>2A</b>
<i>If expenses incurred are for <b>multiple FC's</b> please use pages 2B,2C,2D (after pg3) as there should be one FC per page <b>OR</b> if <b>more lines</b> are required for the same FC use these additional pages. Enter total \$ amount on slip, <b>DO NOT separate any taxes</b> (eg. GST). Secondary/Expense codes are not required in this section as they are pre-determined by the system.</i>		

**SECTION B: TRAVEL EXPENSES**    **NOTE:** If expenses do not fall into these categories such as Hospitality, Working Session, Relocation, Continuing Education, Business Insurance go to SECTION C

Select from dropdown (column **Prov**) where expenses were incurred (Out of N.America = Inter!)  
 Ensure separate lines are used for claim items that differ in Province, US and Out of North America.

Completion of the "Cost Effective Method Used" Column is **REQUIRED**.  
 If you select "No" in this column,  
**Further Explanation is REQUIRED** in the "Rationale is Required" section on this page

Date dd-mmm-yy	Business Reason for Travel - Detailed Description Required <small>(include destination, who attended-(if meal), why travel was necessary and detailed explanation of reason) A description of just "Meeting" will be returned for clarification</small>	Prov, US, or Out of N.Amer where expenses incurred?	What is travel related to?	Cost Effective Method Used? Yes/No	Meal (Allowance OR Receipt)				If amount being claimed is above the policy limit stated in Appendix "A" rationale is required			Rental Car/ Bus/LRT/ Parking / Fuel	Per Diem Allowance	Mileage (km)	
					Meal Allowance		Meal with Receipt		Airfare	Hotel	Taxi				
					Meal Type with value	Allowance	Meal Type	with receipt							
4-Feb-15	Attend PPEC Delta Calgary Airport	AB - Local	Meeting	Yes											30.00
4-Mar-14	Attend PPEC and CMO offsite meeting	AB - Provinc	Meeting	Yes	A-\$41.55	\$41.55				\$11.00	\$3.20				30.00
5-Mar-14	Attend CMO Sr. Leadership Meeting	AB - Provinc	Meeting	Yes	BD-\$29.95	\$29.95				\$386.22	\$11.00	\$61.95			
<b>SUBTOTALS</b>							\$71.50			\$386.22	\$22.00	\$65.15			Total Kms 60.00

<p align="center"><b>MILEAGE - Business Kilometre Rate for Personally-Owned Vehicle</b></p> <p align="center">→ details of travel location to &amp; from must be included above under the purpose of travel column                  Rates applicable <b>\$0.505</b> per km for <u>under 5,000km/yr</u> or <b>\$0.47</b> per km for <u>over 5,000km/yr</u> or per Union Agreement</p>	<p align="center">Enter <b>\$0.505 km, \$0.47 km OR rate</b> per Union Agreement                  (see Mileage details to the left)</p> <p align="right">Mileage \$    \$30.30</p>
<p><b>Note:</b> Total will auto fill into pg 1, Section E, if form completed electronically - Additional pg 2's can be found after Page 3</p>	
<p align="right">Travel \$ Subtotal    \$544.87</p> <p align="right"><b>Auto fills on page 1 - TOTAL TRAVEL \$    \$575.17</b></p>	

**Rationale is Required for expenses that are not Cost Effective**  
**(Any analysis supporting the method to assess cost effectiveness should be attached to the claim form)**



The Westin Edmonton  
 10135 100 St  
 Edmonton, AB T5J 0N7  
 Canada  
 Tel: 780-426-3636 Fax: 780-428-1454

Rowland Nichol

Page Number :  
 Guest Number :  
 Folio ID :  
 No. Of Guest :  
 Room Number :  
 Room Rate :  
 Club Account :

Invoice Nbr :  
 Arrive Date: 03-MAR-15 21:34  
 Depart Date: 05-MAR-15 08:54

Email

Tax Invoice

Tax ID: 815461330RT0001  
 The Westin Edmonton 05-MAR-15 08:54

Date	Reference	Description	Charges	Credits
03-MAR-15		Room Charge	172.00	
03-MAR-15		GST	8.86	
03-MAR-15		DMF	5.16	
03-MAR-15		Tourism Levy	7.09	
04-MAR-15		Share Restaurant	<del>21.63</del>	
04-MAR-15		Room Charge	172.00	
04-MAR-15		GST	8.86	
04-MAR-15		DMF	5.16	
04-MAR-15		Tourism Levy	7.09	
05-MAR-15		Visa		-407.85
		** Total	407.85	-407.85
		*** Balance	0.00	\$386.22

KIDS EAT WELL AT WESTIN - Discover kids' meals that are as delicious as they  
 Continued on the next page  
 Superchefs(TM) to make kids and parents happy. Learn more at  
[westin.com/eatwell](http://westin.com/eatwell)

R. Nichol PPEC and CMO meetings  
 Edmonton March 4-5, 2015  
 \$386.22

The Westin Edmonton  
10135 100 St  
Edmonton, AB T5J 0N7  
Canada  
Tel: 780-426-3636 Fax: 780-428-1454

Rowland Nichol

[REDACTED]

Page Number : [REDACTED]  
Guest Number: [REDACTED]  
Folio ID : [REDACTED]  
No. Of Guest: [REDACTED]  
Room Number : [REDACTED]  
Room Rate : [REDACTED]  
Club Account: [REDACTED]

Invoice Nbr: [REDACTED]  
Arrive Date: 03-MAR-15 21:34  
Depart Date: 05-MAR-15 08:54

Email: [REDACTED]

[REDACTED]  
Tell us about your stay. [www.westin.com/reviews](http://www.westin.com/reviews)

EXPENSE SUMMARY REPORT

Date	Tour Levy	Other	Phone	Room	Payment	GST
Total						
Date	Total	Food\Bev				
Total						

Date Mar 4-15 Amount 16.5  
GST included

From SSP

To POUSH HALL

To \_\_\_\_\_

Driver KS Car# 924

780-425-2525 780-425-8310

www.co-optaxi.com



Expires  
Mar 04/15 08:34



**YELLOW CAB**

780.462.3456

GST# \_\_\_\_\_

Date: 5/20 Amount: 11.00

Driver: \_\_\_\_\_ Car#: \_\_\_\_\_

From WEST

To POUSH HALL

10135-31 Avenue Edmonton, AB T6N1C2



**RECEIPT**  
GST NO. R122556194

EXIT No. AS  
IN: 03/03/15 18:57  
OUT: 03/05/15 19:08  
DURATION: 2 00: 11  
PAID: \$ 61.95  
(GST INCLUDED)  
VISA



YOUR VISIT

Calgary International Airport Parkade